



Helderberg Academy 12 month Internship start date from May 2019

The Helderberg Academy is a Non-Profit organisation that aims to encourage and empower young people through sport to be instigators of change in their community. We work in three local underprivileged areas around Somerset West aiming to alleviate the effects of local young people who are part of a fatherless generation where positive role models are rare.

The Academy is based in Somerset West.

We currently have a vacancy for a young person who would like to train as sports and life-skills coach working as an Intern for 30 hours each week.

We are looking for:

- An 18-38 year old South African.
- Some leadership experience at school, work or in the community.
- A person who is used to working hard and able to take initiative as well as being an active part of a dynamic team.
- Some experience of playing or coaching netball, rugby, soccer or other sports activities.
- Someone willing to learn how to be a successful sports and life-skills coach.
- Someone able to take responsibility, make decisions and coach in a professional way.
- Able to use word, excel and Power point.
- Someone with a passion to train young people who are between the ages of 8 and 16 years.
- Someone who is able to handle constructive criticism, turning challenges into learning and development opportunities.
- Able to dress appropriately and turn up on time.

The intern will be expected to carry out administrative tasks as well as face-to-face coaching as part of a timetable that is normally 90% coaching and 10% administration.

Life -skills, sports coaching and emotionally healthy leadership training will be provided.

Team meetings are held weekly.

The intern will complete a weekly coaching evaluation and a monthly assessment of the learners in the programme. Every two weeks the intern will have a One2One with the Project Manager to discuss and review their progress in sports coaching as well as their physical and emotional wellbeing.

Key result areas:

- One of the main priorities for the intern is to ensure that the Academy runs smoothly and meet's defined objectives through the preparation and maintenance of registers, the management of equipment and the printing and leading of training sessions.
- Registers updated are printed on a monthly basis and then digitally recorded onto PC.
- Training session equipment is prepared on a daily basis an hour before the team leave for the training venue. Equipment includes; Juice, Biscuits, Bibs, Cones,



Registers,
Indemnity Forms, Balls, Boots or training shoes and any other equipment specific to that session (for example: Rugby tackle pads).

In addition, there are other essential weekly tasks which are required. These may vary but will include:

- Updating the Academy Notice Board.
- Preparing displays of reports and photographs of Academy activities and events.
- Giving details of how supporters can become involved with the Academy by giving time or financial donations.

The intern may be required to carry other necessary and reasonable tasks that fall within this role or are essential to the Academy.

Significant changes to this role will be by negotiation with the intern.